	Records Series	RDA		
Section	Title	Number	Media	Disposition
Asst. Commissioner's			Paper &	Destroy when no longer
Office	Administrative files	S836-1	Electronic	needed for reference.
Dudget	Budget working	C1017	Paper & Electronic	Maintain records for three (3) yrs., then destroy.
Budget	papers	S1917		Maintain records for three
	Budget records	S2159	Paper & Electronic	(3) yrs., then destroy.
		52137	Licetionic	
	Legislation analysis files	S836-1	Paper	Destroy when no longer needed for reference.
	nies	3030-1	rapei	Files are cut off at end of
				each fiscal year, then
				maintain in agency ten (10)
	Time and cost study		Paper &	yrs.;then destroy after
	files	2923	Electronic	audit.
				Files are cut off at end of each fiscal year, then
				maintain in agency three (3)
	Contracts and			yrs.;then destroy after
	Requests for			closure of contracts and
Contracts	proposal (RFP)	S2272	Paper	audit.
				Destroy when no longer
Eligibility	Administrative files	S836-1	Paper	needed for reference.
				Destroy when superseded,
				obsolete or no longer needed
	Reference files	S836-10	Paper	for reference.
				Destroy when superseded, obsolete, or no longer
Capitol Projects	Campus blueprints	S836-11	Paper	
Capitor Frojects	Campus oracprints	5650-11	1 aper	needed for reference. Files are cut off at end of
				each three (3) yr.
				accreditation cycle, then
	Safety program files	2899	Paper	destroy after ACA audit.
	Maintenance			Destroy when no longer
	program files	S836-1	Paper	needed for reference.
Records & Information				D
Management	Administrative files	S836-1	Paper	Destroy when no longer needed for reference.
Management	7 tanimistrative mes	5050 1	ruper	Files are cut off 09/30/1993,
				then maintain in State
				Records Center and
				various DCS locations until
	Closed DYD Youth		Paper &	9/30/2009 or until the youth's 29th birthday; then
	Master files	2873	Microfilm	destrov.
	waster mes	2073	WIICIOIIIII	ucstroy.
	Closed DYD Youth-	2882		Files are cut off at the
	Miscellaneous	replaces		youth's 22nd birthday, then
	Master files	390 & 2241	Microfilm	destroy.
				Files are cut off at youth's
				22nd birthday, then
	Closed DYD Youth-	2011		maintain agency seven (7)
	Medical Master files	2866	Microfilm	yrs., then destroy.
	Closed DYD Youth-			22nd birthday, then
	Education Master			maintain agency seven (7)
	files	2870	Microfilm	yrs., then destroy.
				Retain in active files until
				forms approved by the
				Records Management
				division have been
Administrative	Forms justification	01276	Do	superseded or deleted by the
Services	and approval request Include additional	S1376	Paper	agency.
	Include additional record series. Review			
	RIW process with			
	Dunn.			
		1		1

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Fiscal Director	Administrative files	S836-1	Paper	Destroy when no longer needed for reference.
Fiscal Director	Administrative mes	3030-1	гареі	Files are cut off at the end of
				each fiscal year then,
				maintain in agency three (3)
	Attendance and leave			yrs.; then destroy after audit
	records	S1505	Paper	when required.
				Maintain records in office
				for one fiscal year. Transfer
				to State Records Center for two (2) years, then destroy
Accounting	Substitute W-9 forms	S1736	Paper	after audit.
recounting	buostitute (1) forms	51750	ruper	Maintain records in office
				for one fiscal year. Transfer
				to State Records Center for
				two (2) years, then destroy
	1099 Printouts	S1736	Paper	after audit.
				Maintain records in office
				one (1) year from date and
	359 Positions	S1915	Paper	then destroy.
				Maintain records in office
				one fiscal year. Transfer to State Records Center for two
	Disbursement			(2) yrs., then destroy after
	voucher batch slip	S1736	Paper	audit.
	. Sucher Saten Ship	51/50	- aper	Maintain records by fiscal
				year in office. Destroy
	Warrant cancellation			records after submission of
	transmittal slip	S1734	Paper	final audit report.
				Maintain in office for one
				(1) fiscal year. Transfer to
	Health dept. clinic			State Records Center for two
	visit form	S1733	Paper	(2) yrs. Destroy after audit.
				,,,,
				Maintain in office for one
	Application for			(1) fiscal year. Transfer to
	certified copy of	~	_	State Records Center for two
	birth certificate	S1733	Paper	(2) yrs. Destroy after audit.
				Maintain in office for one
				(1) fiscal year. Transfer to
	Verification of birth			State Records Center for two
	or death	S1733	Paper	(2) yrs. Destroy after audit.
				Maintain in office for one
	D: 4 1 4			(1) fiscal year. Transfer to
	Birth, death, marriage, divorce	S1733	Danar	State Records Center for two (2) yrs. Destroy after audit.
	marriage, divorce	01/33	Paper	Maintain in office for one
	Daily Summary of			(1) yr. from date and then
	written warrants	S1915	Paper	destroy.
				M
				Maintain in office for one
	Accounts receivable			(1) fiscal year. Transfer to State Records Center for two
	JV (type A)	S1729	Paper	(2) yrs. Destroy after audit.
	· · (-) p */	~-/=/	- ap	, , ,
				Maintain by fiscal year in
				office. Destroy records after
				six (6) yrs. and audit.
				Records may be transferred
				to the State Records Center
				after one (1) year if office
	Danosit sline (type C)	\$1720	Donor	storage space is not available
	Deposit slips (type C)	S1730	Paper	for the six year period.

			Maintain las Garalassas in
			Maintain by fiscal year in office. Destroy records after
			six (6) yrs. and audit.
			Records may be transferred
			to the State Records Center
			after one (1) year if office
Certificates of			storage space is not available
deposits	S1730	Paper	for the six year period.
			Maintain in office for one ()
11: 12: 777			fiscal year. Transfer to State
Accrued liability JV	S1731	Donor	Records Center for two (2)
(type G)	51/31	Paper	yrs. Destroy after audit. Maintain by fiscal year in
			office. Destroy records after
			six (6) yrs. and audit.
			Records may be transferred
			to the State Records Center
			after one (1) year if office
Front-end journal			storage space is not available
voucher (type l)	S1732	Paper	for the six year period.
			Maintain in office for one
			(1) fiscal year. Transfer to
Journal voucher			State Records Center for two
(type J)	S1733	Paper	(2) yrs. Destroy after audit.
		r	Maintain records by fiscal
Warrant			year in office. Destroy
cancellations			records after submission of
(type W)	S1734	Paper	final audit report.
			Maintain by fiscal year in
			office. Destroy records
			aftersix (6) yrs. and audit.
			Records may be transferred
			to the State Records Center
			after one (1) year if office
Deposit slips-			storage space is not available
Treasury (type U)	S1735	Paper	for the six year period.
			Maintain by ficael year in
			Maintain by fiscal year in office. Destroy records after
			six (6) yrs. and audit.
			Records may be transferred
			to the State Records Center
			after one (1) year if office
Reallocations journal			storage space is not available
vouchers (type H)	S1739	Paper	for the six year period.
vouchers (type 11)	51757	1 apci	Maintain by fiscal year in
			office. Destroy records after
			six (6) yrs. and audit.
			Records may be transferred
			to the State Records Center
Treasury transfer			after one (1) year if office
journal vouchers			storage space is not available
(types L & Z)	S1740	Paper	for the six year period.
			Maintain by fiscal year in
			office. Destroy records after
			six (6) yrs. and audit.
			Records may be transferred
			to the State Records Center
			after one (1) year if office
Daily grant			storage space is not available
drawdown report	S1740	Paper	for the six year period.
	·		Maintain by fiscal year in
			office. Destroy records after
			six (6) yrs. and audit.
			Records may be transferred
			to the State Records Center
			after one (1) year if office
Federal draw request			storage space is not available
memos	S1740	Paper	for the six year period.

				I I
	Grant status report	S1912	Paper	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs. Destroy after audit.
	Schedule of grant activity	S1912	Paper	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs. Destroy after audit.
	Spending/receipt	31912	rapei	Maintain in office for one (1) fiscal year. Transfer to
	plan YTD status report	S1912	Paper	State Records Center for two (2) yrs. Destroy after audit.
	Daily transactions posted	S1913	Paper	Maintain records in office by effective month. Destroy records after monthly accounting reports have been reviewed.
	Foster care		Paper &	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available
Payables	remittance advices	S1730	COM	for the six year period.
	Medical invoices	S1736	Paper & Microfilm	Maintain records in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs, than destroy after audit.
	Adoption assistance remittance advices & turnaround documents	S1730	Paper & COM	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
	Standard Claim Invoice	S1730	Paper & Microfilm	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
	mvoice	51750	WICIOIIIII	
	Daily error reports	S1914	Paper	Maintain in office one (1) week and then destroy. Maintain records in office
	Vendor invoices	S1736	Paper	for one (1) fiscal year. Transfer to State Records Center for two (2) yrs, then destroy after audit. Maintain records in office
			Paper &	for one (1) fiscal year. Transfer to State Records Center for two (2) yrs, then
	Travel claims	S1736	Eectronic	destroy after audit.

Court orderd liens & garnishments Payroll & Travel Payroll & Travel Payroll action Payroll action Payroll audit report. S1738 Paper Maintain records by fiscal year in office. Destroy records after submission of final audit report. Maintain records by fiscal year in office. Destroy records after submission of final audit report. Payroll audit reports S1738 Paper Payroll audit reports S1738 Paper Maintain records by fiscal year in office. Destroy records after submission of final audit report. Maintain records by fiscal year in office. Destroy records after submission of final audit report. Maintain records by fiscal year in office. Destroy records after submission of final audit report.	Payroll & Travel		S1738	Paper	records after submission of final audit report.
Court orderd liens & garnishments S1738 Paper I records after submission o final audit report. Maintain records by fiscal year in office. Destroy records after submission o final audit report. Payroll action S1738 Paper Maintain records by fiscal year in office. Destroy records after submission o final audit report. Payroll audit reports S1738 Paper Paper Maintain records by fiscal year in office. Destroy records after submission o final audit report. Maintain records by fiscal year in office. Destroy records after submission o final audit report. Payroll journal youchers (type Q)/JV & payroll register S1738 Microfiche final audit report.	Payroll & Travel		S1738	Paper	records after submission of final audit report.
Payroll & Travel garnishments S1738 Paper final audit report. Maintain records by fiscal year in office. Destroy records after submission o final audit report. Payroll action S1738 Paper final audit report. Maintain records by fiscal year in office. Destroy records after submission o final audit report. Payroll audit reports S1738 Paper Paper Payroll journal vouchers (type Q)/JV & Paper & According to payroll register S1738 Microfiche Minal audit report. Maintain records by fiscal year in office. Destroy records after submission o final audit report.	Payroll & Travel		S1738	Paper	final audit report.
Payroll action Payroll audit reports Payroll journal vouchers (type Q)/JV & payroll register Payroll register Maintain records by fiscal year in office. Destroy records after submission of final audit report. Maintain records by fiscal year in office. Destroy records after submission of final audit report. Maintain records by fiscal year in office. Destroy records after submission of final audit report.	rayron & Travei	garnishments	S1/38	Paper	
Payroll action S1738 Paper Family audit report. Payroll audit report. Payroll audit reports Payroll audit reports S1738 Paper Paper Payroll journal vouchers (type Q)/JV & payroll register Payroll register S1738 Paper Paper & maintain records by fiscal year in office. Destroy records after submission of final audit report. Maintain records by fiscal year in office. Destroy records after submission of final audit report. Paper & maintain records by fiscal year in office. Destroy records after submission of final audit report.					N (' (' 1 1 C 1
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Payroll audit reports S1738 Paper records after submission o final audit report. Maintain records by fiscal year in office. Destroy records after submission o Payroll register S1738 Paper & Paper & records after submission o Payroll register S1738 Microfiche final audit report.					
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vouchers (type Q)/JV Paper & records after submission o & payroll register S1738 Microfiche final audit report.					
& payroll register S1738 Microfiche final audit report.		Payroll journal			year in office. Destroy
		vouchers (type Q)/JV		Paper &	records after submission of
Maintain by fiscal year in		& payroll register	S1738	Microfiche	final audit report.
Maintain by fiscal year in					•
					Maintain by fiscal year in
office. Destroy records aft					office. Destroy records after
six (6) yrs. and audit.					,
					Records may be transferred
					to the State Records Center
after one (1) year if office					
	Dogoivables				storage space is not available
Federal/State Medicaid Summary S1730 Paper for the six year period.		M-JiiJ C	61720	D	0 1
Maintain by fiscal year in	reueral/State	Wedicaid Suilillary	31/30	гареі	
					office. Destroy records after
six (6) yrs. and audit.					
					Records may be transferred
					*
					to the State Records Center
after one (1) year if office					
				_	storage space is not available
Daily funding S1730 Paper for the six year period.		Daily funding	S1730	Paper	
Maintain by fiscal year in					
					office. Destroy records after
6 yrs. and audit. Records					
may be transferred to the					.,
					State Records Center after 1
				1	year if office storage space i
					not available for the six year
Medicaid Receipts S1730 Paper period.		Medicaid Receipts	S1730	Paper	
					Files are cut off at end of
					child's release from state
					custody, then maintain in
		· ·			agency 6 yrs.; then destroy
Receivables-Trust lawsuit) ledgers R2509 Electronic after audit.	eceivables-Trust	lawsuit) ledgers	R2509	Electronic	
Files are cut off upon					
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					child's 21st birthday, main
					tain in agency 6 yrs; then
Children's Trust Fund Paper & destroy after audit.		Children's Trust Fund		Paper &	destroy after audit.
accounts R2509 Electronic					